

**GATEWAY COMMUNITY COLLEGE
JOB OPPORTUNITY
Clerk
Records Office**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To:	The Public
Location:	Long Wharf Campus
Hours:	Full-time, 40 hours per week. M-F 8:30am-5:00pm The incumbent will be required to work scheduled evening registrations.
Salary:	\$31,828
Closing Date:	March 14, 2011
General Knowledge:	<p>Under the Direction of the Registrar or his/her designee, the Clerk assigned to the Records Office, will answer routine questions about policies, processes and services pertaining to the Office and registration process to multiple constituencies and diverse population. Examples of specific related duties to be assigned include:</p> <ul style="list-style-type: none">• Answering phones;• Relaying calls and taking messages for the Associate Registrar and the Registrar and serving as resource for self-help workstations in office;• Enters and retrieves data on computer;• Types a variety of forms, labels, envelopes and routine memos;• Sends out routine memos and standard form letters;• Mails out student schedules, bills and information pertaining the registration process;• Maintains and updates student files according to established procedures;• Copies and collates materials;• Receives, sorts, and distributes mail and processes information requests;• Processes registrations and transcript requests (fax, mailed, drop-off and in-person) using computerized database, and if needed, cross-reference information with computerized or manual files;• Other duties as assigned by the Registrar and/or designee
Special Knowledge:	Knowledge of Banner Software; Customer service experience
Eligibility Requirement:	Some knowledge of grammar, spelling, punctuation; basic skills in performing arithmetic computations; basic interpersonal skills; ability to perform basic clerical tasks such as coding, sorting, alphabetizing and numeric ordering; ability to follow oral and written instructions; ability to file; ability to operate office equipment
Note:	The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.
Application Instructions:	Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment (CT-HR-12) to:

***Gateway Community College
Human Resources Office
88 Bassett Road
North Haven, CT 06473***

Faxed applications will also be accepted. **203-285-2539**

A CT-HR-12 application can be found on our website at:

http://www.gwcc.commnet.edu/uploadedFiles/Human_Resources_Department/CT-HR-12_Application.pdf

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.